

# McFarland School Volunteer Program Handbook

Welcome and thank you for making the commitment to being a volunteer in the McFarland School District. The gift of your time is sincerely appreciated. You make all the difference!

## Our Code of Conduct for Volunteers

Maintain confidentiality. In your work as a volunteer, you may read and hear information about students that is *confidential*. It may be the results of classroom or achievement tests, awards or honors, attendance data, financial, health or personal family information, social or behavioral actions, program enrollment, or reports of parent/teacher or parent/counselor conferences. There may be times that another staff person may need to share confidential information with you, or a student may tell you something in confidence. You may hear conversations between students and teachers, students and students, or between district personnel. All these things are confidential and should never be discussed with others who do not have a legitimate need to know. Both students and staff have the right to expect that nothing that happens to or about them will be repeated outside the school to anyone, including the student's parents. Only staff who are responsible for the design, preparation and delivery of education and related services may have access to written or oral information about students and their families.

**It is our expectation that volunteers will never share confidential information about a student or staff member with others, including the volunteer's, student's or staff member's family.**

Parents, friends or community members may, in good faith, ask you questions about the progress or problems of a student knowing that you are a volunteer. Discussion of individual students, teachers or staff, their actions and/or their abilities is considered a breach of professional conduct and may be grounds for your dismissal from our volunteer program. The student's teacher is the most appropriate person with whom to discuss a child's progress and problems. You should direct any questions about a child to the child's teacher.

- Request approval before posting photos. Any photos of students taken by volunteers at school events must be sent to the school office to ensure that students whose parents have not given permission for them to be photographed are not included in the images. Please do not publish photos on social media or other venues without prior approval.
- Be reliable. Remember that students and staff members depend on your presence.
- Be flexible. Remember that you are at school to help all students. You will be making a contribution whether you are working with your child's class or in another setting. Determination of the need for and role(s) of classroom volunteers rests with the teacher.
- Be a role model and a positive, public representative of the school. Remember that you are acting as a role model for the students. Conduct yourself with dignity, courtesy and consideration at all times. Address any concerns or issues promptly and productively. If you have an issue with a staff member, please talk to that person face to face as soon as possible. If you need time to think about the situation, please do so, but do not let the concern intensify. If you feel uncomfortable talking with the staff member, please speak to the building principal. Please respect the persons involved by avoiding discussion with other school or community members. Communication is the key to establishing good relationships that benefit everyone.

- Participate in information-sharing and training conferences as needed.
- Become familiar with and abide by district and school handbooks, policies and procedures.

## **Routine procedures**

- Sign in at the office at your arrival and departure.
- Wear your volunteer nametag so that staff members and students know who you are and can show appreciation for your presence.
- If you must be absent, call the school and ask that the staff member with whom you work be informed so that the student(s) will not be disappointed.
- Please be prompt! We plan our days with your help in mind.
- Don't hesitate to ask questions or to set up a meeting to get further instructions, if needed.
  - If you have questions about your volunteer assignment in general, talk to the principal.
  - If you have questions about student instructional, curricular or behavior concerns, talk to the teacher.
  - If you have questions about school climate issues, harassment or discrimination concerns or conduct of students or staff that upsets you, talk to the principal.

## **More helpful information**

Here is some additional information that you need to know.

### **Accidents**

Please report all accidents and apparent illnesses to the classroom teacher and the school office immediately. The school nurse will immediately be notified of all student accidents.

### **Emergency drills**

Volunteers are required to participate in emergency drills. If you are unsure of your role or have other questions, please see your principal for a copy of the district's Crisis Management Plan.

### **Hot lunch**

Volunteers may purchase school hot lunch at the adult price when they are working at the school. Check with the school office for menu and price information.

### **Liability coverage**

The McFarland School District's General Liability policy covers school volunteers for their actions that allegedly results in property damage or bodily injury to another party, while the volunteer is performing within the scope of their expected activities. If a school volunteer is injured at any time, they should immediately notify the Business Office at 838-3169.

### **Harassment/discrimination**

The McFarland School District is committed to providing a safe, harassment- and discrimination-free environment for its students, employees and volunteers. Any volunteer who feels that he/she has been a witness to or the subject of discrimination and/or sexual harassment should report the incident to principal District Compliance Officer at 608-838-4514 immediately and without fear of reprisal.

**Staff lounges**

For confidentiality reasons, lounges are reserved for staff members only. Please check with your classroom teacher or principal regarding a location in which you may relax while at the school.

**Student release/discipline**

Please remember that you do not have the authority to release a student from school; this must be done through the office, with the permission of the principal. Volunteers may not provide transportation in their personal vehicles for any school-sponsored activities.

**Substance abuse**

Volunteers are prohibited from consuming, possessing, furnishing, selling or being under the influence of alcohol or drugs in school or at any school sponsored, organized or associated function or on/in any property, facility or vehicle owned or operated by or for the school.

**Volunteer time**

We welcome any time you can give. To allow everyone a chance to volunteer, we recommend a maximum of four hours, twice a week, unless you are working on a special project.

**Volunteer background check**

All volunteers are required to complete the volunteer background check process. Please contact the school of your choice to arrange for a link to be sent to you to complete the background check process.

Thank you – and HAVE FUN!

**Phone numbers**

Conrad Elvehjem Primary School	838-3146
Waubesa Intermediate School	838-7667
Indian Mound Middle School	838-8980
McFarland High School	838-3166
District Office	838-3169

**Thank you for volunteering to support the great students and staff of the McFarland School District!**